

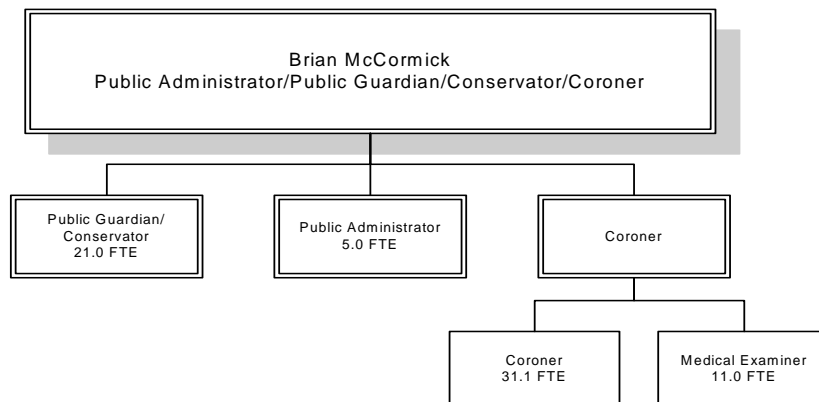
PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN/CONSERVATOR/CORONER

Brian McCormick

MISSION STATEMENT

1. To treat all persons with dignity and respect.
2. To set up systems in order to monitor costs of services rendered and quality control analysis.
3. To provide quality and cost effective services to the people of San Bernardino County associated with the Administration, Operations/Investigations, Guardianship/Conservatorship, and Pathology Services rendered to those in need of services.
4. To interface with groups from time-to-time such as the San Bernardino Medical Society, the San Bernardino County Bar Association, Chambers of Commerce, civic clubs and other community based organizations.
5. To nurture and develop an occupational environment which will encourage staff to reach their fullest potential.
6. To provide facilities which are safe, clean, and efficient and that reflect compassion to those served by this office.
7. Develop and implement information systems services and related technologies in order to more efficiently service the public.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Public Administrator is required by law to take charge of the property of persons who have died when no executor or estate administrator has been appointed. By court appointment, the Public Guardian acts as conservator of any individuals found to be gravely disabled or to lack capacity to manage their finances and provide for their own care. The Coroner investigates deaths to determine the cause and clarify all circumstances surrounding or pertaining to the manner of death.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	4,885,178	5,468,851	5,272,429	5,509,433
Departmental Revenue	916,450	1,259,556	1,151,123	1,147,521
Local Cost	3,968,728	4,209,295	4,121,306	4,361,912
Budgeted Staffing		76.1		69.1

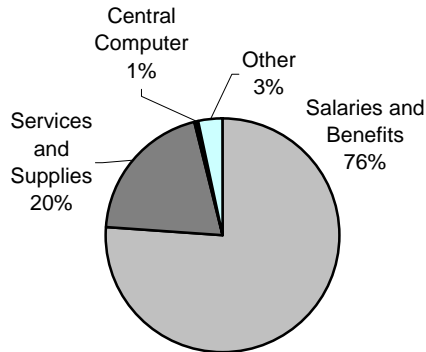
Workload Indicators

Public Administrator cases	387	480	396	410
Public Guardian Probate cases	196	240	211	218
Public Guardian Conservator cases	628	625	527	545
Coroner cases	9,038	9,400	9,644	9,982
Autopsies	608	740	660	562
Information and Assistance Contact:	27,334	-	25,191	26,073

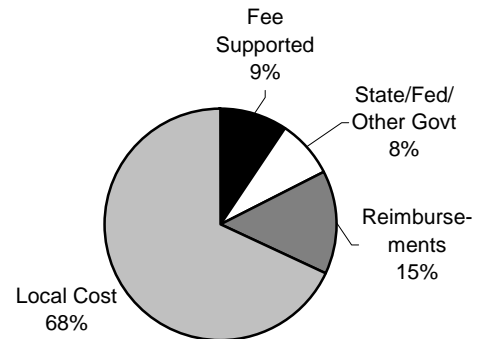


Expenditures for 2003-04 were less than budgeted due to two unfilled positions, several employees on extended leave without pay, and savings from ISD projects not charged to the department. Revenues received were less than budgeted because of delays in anticipated federal MediCal Administrative Activities (MAA) reimbursements.

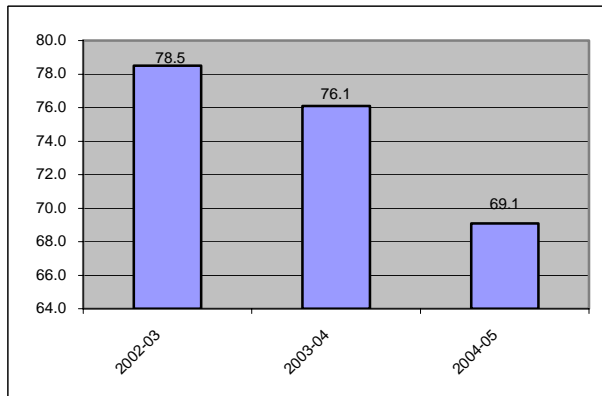
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



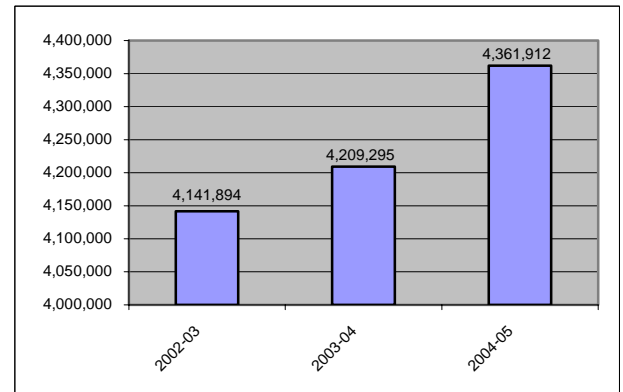
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Law & Justice
DEPARTMENT: PA/PG/Conservator/Coroner
FUND: General

BUDGET UNIT: AAA PAC
FUNCTION: Public Protection
ACTIVITY: Other Protection

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	4,896,563	5,071,001	4,949,440	(49,485)	4,899,955
Services and Supplies	1,037,567	1,060,742	1,080,029	196,432	1,276,461
Central Computer	38,593	38,593	52,144	-	52,144
Other Charges	189,348	190,000	190,000	-	190,000
Transfers	47,880	46,099	13,075	3,314	16,389
Total Exp Authority	6,209,951	6,406,435	6,284,688	150,261	6,434,949
Reimbursements	(937,522)	(937,584)	(937,584)	12,068	(925,516)
Total Appropriation	5,272,429	5,468,851	5,347,104	162,329	5,509,433
Departmental Revenue					
State, Fed or Gov't Aid	529,570	712,936	691,936	(166,936)	525,000
Current Services	536,163	546,620	627,620	(29,613)	598,007
Other Revenue	85,390	-	-	24,514	24,514
Total Revenue	1,151,123	1,259,556	1,319,556	(172,035)	1,147,521
Local Cost	4,121,306	4,209,295	4,027,548	334,364	4,361,912
Budgeted Staffing		76.1	70.6	(1.5)	69.1



DEPARTMENT: PA/PG/Conservator/Coroner
 FUND: General
 BUDGET UNIT: AAA PAC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	76.1	5,468,851	1,259,556	4,209,295
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	288,831	-	288,831
Internal Service Fund Adjustments	-	36,712	-	36,712
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	325,543	-	325,543
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	60,000	(60,000)
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	60,000	(60,000)
Impacts Due to State Budget Cuts	(5.5)	(447,290)	-	(447,290)
TOTAL BOARD APPROVED BASE BUDGET	70.6	5,347,104	1,319,556	4,027,548
Board approved Changes to Base Budget	(1.5)	162,329	(172,035)	334,364
TOTAL 2004-05 FINAL BUDGET	69.1	5,509,433	1,147,521	4,361,912



DEPARTMENT: PA/PG/Conservator/Coroner
 FUND: General
 BUDGET UNIT: AAA PAC

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Increased EHAP charges Move appropriations from services and supplies to transfers out for \$897 increase in EHAP charges.	-	-	-	-
2. Eliminate reimbursement from special revenue fund Reduce \$12,068 reimbursement for one-time funding in 2003-04 that was used for refurbishing morgue tables.	-	-	-	-
3. MAA revenue reduction Due to delay in reimbursements from the MediCal Administrative Activities (MAA) program, additional MAA revenues are not expected to be realized until some undetermined future date.	-	-	(166,936)	166,936
4. Adjustments to various items Several appropriations and revenues are being adjusted to reflect current trends including increased contracts costs, increased background investigation costs, reduced medical examiner costs, and reduced estate fee revenues. These adjustments reduce \$49,882 in salaries and benefits, increase \$188,923 in services and supplies, increase \$2,417 in transfers, reduce \$45,213 in current services, and increase \$24,514 in other revenue.		141,458	(20,699)	162,157
5. Eliminate Clerk III position Eliminate vacant position to help offset the MAA revenue reduction and other necessary adjustments (items #3 and #4 above). This position has been vacant for some time and the workload has been redistributed to the existing clerical staff. There have been some service delays as a result. See policy item request #9 for restoration.	(1.0)	(39,352)	-	(39,352)
6. Eliminate 7 vehicles Eliminate vehicles for 6 Supervising Deputy Coroners and 1 Chief Deputy Coroner to help offset MAA revenue reduction and other necessary adjustments (items #3 and #4 above). This MAY cause delays in the investigations and will create increased mileage reimbursement due to employees using their own vehicles. See policy item request #5 for restoration.	-	(67,137)	-	(67,137)
** Final Budget Adjustment - Policy item to restore vehicles The elimination of vehicles (above) was fully restored as a policy item.	-	67,137	-	67,137
7. Eliminate 2 Deputy Coroner Investigator positions in San Bernardino Office Eliminate 2 filled positions to help offset MAA revenue reduction and other necessary adjustment (items #3 and #4 above). If these positions are eliminated, the Coroner Department will have to reduce or discontinue some of the non-mandated activities such as hospice and emergency room investigations, or reduce the workload or pay more overtime. See policy item request #4 for restoration.	(2.0)	(160,575)	-	(160,575)
8. Eliminate 2 Medical Transcriber/Typist positions from Coroner Department Eliminate 2 filled positions to help offset MAA revenue reduction and other necessary adjustments (items #3 and #4 above). With the elimination of these positions, investigator staff would be expected to format and finalize all of their own reports and correspondence. Salaries and benefits would be reduced by \$75,029, but an agreement with an outside vendor would be necessary to provide transcription service for the medical examiner/autopsy personnel, at an annual cost of \$13,000. The medical examiner/autopsy transcriptions are frequently subpoenaed for court trials. In order to allow for a successful transition to a contract for these transcriptions, one position and incumbent is needed in the department until December 31, 2004. See policy item request #6 for restoration of these positions.	(2.0)	(62,029)	-	(62,029)
** Final Budget Adjustment - Fee requests The fee for conducting private autopsies was increased from \$2,000 to \$3,000 as actual cost as risen to \$3,000. A fee of \$6 was added for protective wear for students that observe or train on medical examiner procedures in the morgue.	-	15,600	15,600	-
** Final Budget Adjustment - Policy item related to State Budget adoption The 3.5 Deputy Coroner Investigator positions that were eliminated due to the anticipated State Budget cuts were fully restored as a policy item.	3.5	267,227	-	267,227
Total	(1.5)	162,329	(172,035)	334,364

**** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**

